TACTICAL TIP
San Diego Sheriff's Department
Video Analysis Unit
January 2018

Labeling BWC Video and Checking for Accuracy:

The current BWC labeling system has several layers to ensure BWC video evidence is properly maintained and shared as required. The first layer of labeling occurs when the deputy enters metadata utilizing the Axon View mobile device application. It is recommended that deputies enter metadata immediately following recording BWC video or as soon as possible. Metadata should be entered according to the following guide:
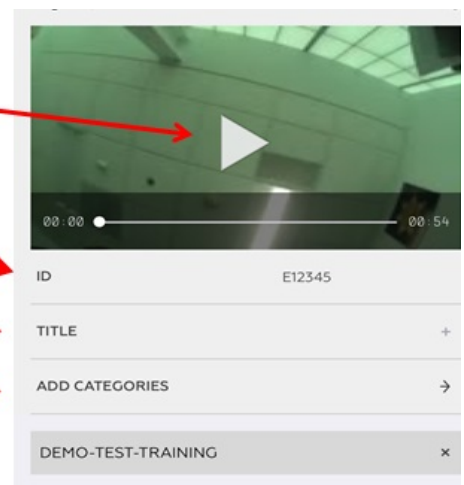
1. In the "ID" text banner type the CAD event number including the "E" in the front. (i.e. E1234567).
2. In the "Title" text banner type your last name. You may also include a citation number following your name in this text banner as needed. It is not mandatory to include the citation number.
3. In the "Add Categories" dropdown list, choose the most appropriate category for your event.
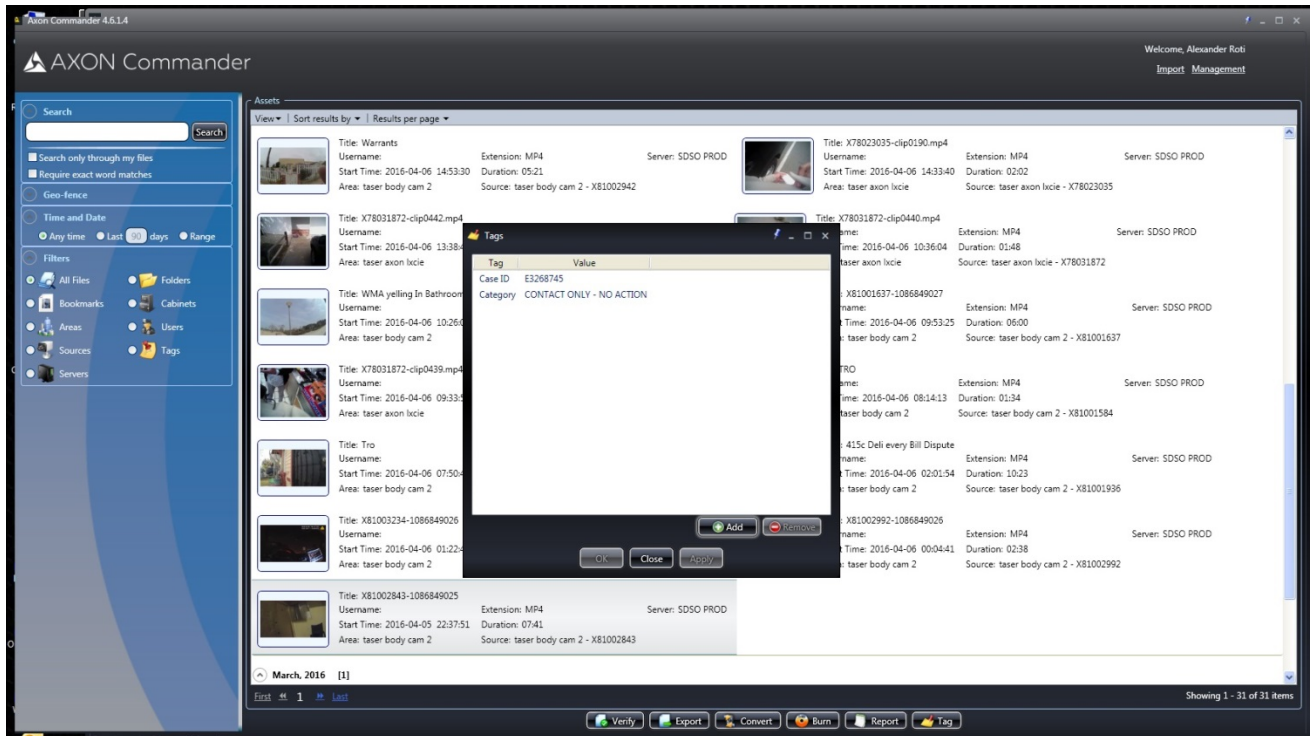

Play video
ID CAD Incident number
Title bar LAST NAME
Categories drop menu

Note: If a deputy docks their BWC ___prior___ to entering metadata in the Axon View mobile device application, unlabeled BWC videos will be uploaded into the Commander software program. These BWC videos will need to have tags added to them using the Commander program in order for supervisors and investigators to complete the next level of labeling and sharing. In the Commander software program, tags can be added for both Event Number and Category by individual deputies.

To add a title with your last name to a video in Commander, right click the video and select 'Properties' from the menu and enter your last name in the text box labeled 'Title'.

In NetRMS reports, the primary deputy is required to determine the total number of BWC videos associated with the case or arrest and record that number in the number of items section of the BWC property tab. Supervisors, detectives, and professional staff will use this number to determine if they are providing the DA's office with all the BWC video. Failure to record the correct number of BWC videos can result in the DA missing vital evidence and jeopardizing case prosecution.

Additionally, deputies can view all their previous BWC videos to determine if any were uploaded and were not labeled with metadata. Periodically checking to see if any BWC videos have not been labeled helps ensure supervisors and investigators are able to view all BWC video associated with events and cases.

Supervisors, detectives, and professional staff are responsible for adding NetRMS case number tags to BWC video *prior* to sharing it with the DA's office. Once a video has been shared with the DA, any tags added afterward will not be searchable by the DA's office. For example if you share a video to the DA and then add a NetRMS case number tag, the DA's copy of the video will not have the associated case number attached. Even if you add a NetRMS case number and re-share the BWC video to the DA, the DA's copy of the BWC video will still not be labeled with the NetRMS case number tag.

 Supervisors, detectives, and professional staff are also required to verify that the number of BWC videos tagged and shared is correctly reflected in the NetRMS Property tab for BWC video. If a search of the event or NetRMS case number in Commander reveals a different number of BWC videos than was documented in the property tab of the report, the assigned detective should determine where the error(s) occurred and have them corrected.